Bright Local Schools
BYOD Acceptable Use Policy

Why Bring Your Own Device at Bright Local Schools?

Bright Local is dedicated to providing 21st Century instruction to all its students. We feel we must provide an environment that fosters and encourages the development of 21st Century skills. In a 21st Century learning environment, students actively engage in the integrated curriculum and have access to information and apply it to solve problems.

Our students live in a world where they have immediate access to information anytime and anywhere. We must allow the students that have personally owned devices to use them to help them learn in their own style and at their own pace. We must better prepare our students for college or to face the new and ever changing workforce.

What is a Personally Owned Device?

A personally owned device shall include, but not be limited to the following: iPad, Nook, Kindle, or other tablet PC, laptop, netbook computers, smartphone (Blackberry, iPhone, Android, Windows, or other phone with similar capabilities). If a student is unsure if the device is acceptable they should ask their teacher or administration before using the device. Students are restricted to bring only one personally owned device.

Expectations:

Bright Local has the below expectations of students using their personally owned devices. Each of these expectations shall apply to students when they are on District-owned property or at any Bright Local sponsored event.

1. Students will only use appropriate technology at administration and/or teachers' discretions.

2. Students will use their device for educational purposes only. This may be in a classroom activity, such as researching a topic, using a calculator for math problems, creating maps, note taking, planner/calendar, document creation, or connecting to electronic resources provided by the school district. Students are responsible for their personal device and bear the burden to check with administration or staff before engaging in particular uses of technology.

3. Students will only use appropriate educational applications and/or programs on their device. Students will only access appropriate educational files on their device.

4. Students will not be allowed to call, text message, email, or electronically communicate with others from their device, including other students, parents, guardians, friends, and family during the school day.

5. Students will only access the Internet through the BYOD wireless access provided by the Bright Local Schools through their personal devices. Students are not allowed to use their own 3G or 4G data service plan while at school.

6. Similar to other personally owned items, the district is not liable for loss, damage, misuse, or theft of personally owned devices brought to school.

7. Students will observe all district internet filters. However at times, inappropriate material may get past the filters and be viewed by the student. Students are to report the occurrence

to their teacher or administration. Students will be held accountable for any deliberate attempt to bypass the district filters and security.

8. Students will not bring desktops or towers to school.

9. Students will not connect their mobile devices to the local area network via an Ethernet cable or to school-owned computers. Students can only access the network using the provided wireless network.

10. Students will not use any device as a cyber-bullying tool. Students shall refrain from using their device for inappropriate communications. These include but are not limited to the following: bullying, threatening, obscene, profane, vulgar language and/or images that may cause damage to an individual or school. Students can't use their devices for personal attacks on other students or staff. Students are not allowed to harass or stalk other students or staff. If a student is instructed to stop sending electronic communications they must stop immediately.

11. Students should use headphones when listening to audio files such as music on their device. The volume should be kept at a level that doesn't disrupt others. If in the classroom, students may only listen to audio files when given express permission by their teachers.

12. Students must follow copyright laws concerning illegal copying of music, games, movies and other protected works.

13. Students are not allowed to use gaming consoles or gaming devices to connect to the network.

14. Students are prohibited from using their personally owned device in locker rooms, restrooms, and office areas.

15. Students are prohibited from taking pictures or digital recordings of staff or students without their prior written permission. The distribution of such media may result in suspension, criminal charges, and expulsion.

16. Students should never share username and passwords with other students or staff.

17. Students will bring their device to school fully charged. Currently, there are no designated charging areas available at this time. Until then, it is the student's responsibility to bring their device to school fully charged.

18. Students will troubleshoot, repair and download software to their own device. Students will install virus-protection software on their own device. Students who cannot access the wireless network or may have technical issues with their technology tool may need to resolve this issue by working with the user's manual that came with the device outside the classroom. These are not district owned devices and the district is not allocating resources at this time to troubleshoot connection issues.

19. Students will personalize their device in school appropriate ways (labels, screensavers, backgrounds, skins, etc.)

20. Students will mute the sound of their device at all times unless their teacher gives

permission otherwise.

Consequences for Violations:

Students not following expectations for use of personal devices will face school disciplinary action and lose the privilege to utilize personal devices in the school for a period of time. Please review the list below for disciplinary action that will be imposed if student violates the BYOD policy.

- **First Offense:** Confiscation of device and Phone Call Home
- **Second Offense:** Confiscation of device, Saturday school and Phone Call Home
- **Third Offense:** Confiscation and loss of BYOD Privileges for 9 weeks and Phone Call Home
- **Fourth Offense:** 1-3 days suspension along with termination of BYOD Privileges.

Printing:

Currently there is no printing option from a personally owned device. This might change in the future as we update the way the school's printers are configured and dispersed. Until then students have the option of accessing their documents from a school computer to print.

Bright Local Schools – BYOD Student User Agreement

Purpose: Many students' lives today are filled with media that gives them mobile access to information and resources 24/7. Outside school, students are free to pursue their interest in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous.

In an effort to put students at the center and empower them to take control of their own learning, the Bright Local School District will allow students to use personal technology devices. Students wishing to participate must follow the responsibilities stated in the BYOD Acceptable Use Policy as well as the following guidelines:

1. Any student who wishes to use a personally owned electronic device within the Bright Local School District must read the BYOD Acceptable Use Policy and sign this agreement and submit to the building principal.

2. The student takes full responsibility for his or her device and keeps it with him or herself at all times. The school is not responsible for the security of the device.

3. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.

4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, BYOD Acceptable Use Policy, administrative procedures, school rules or has engaged in other misconduct while using their personal device.

5. Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.

6. The student complies with teachers' request to shutdown the computer or close the screen.

7. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.

8. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus, nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.

9. The student should only use their device to access relevant files, programs and/or applications.

10. The student will use the BYOD wireless network. Use of 3G & 4G wireless connections is not allowed.

As a student, I understand and will abide by the above Agreement, BYOD Acceptable Use Policy policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or BYOD privileges as well as other disciplinary action.

As a parent, I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

Device Types: For the purpose of this program, the word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, smartphones.

Student's Signature_____ Date_____

Parent's Signature_____ Date_____